



Regional Service Council Minutes Region # 15

Meeting Date: March 17, 2006
Meeting Location: State Police Post / Versailles, IN

Council Members Present:

Melissa Norman, Mary Riede, Traci Eggleston, Rob King, Cindi Wagner, India Turner, Judge Carl Taul, Stacey Beauchamp, Amy Phillips

Council Members Absent:

Judge Tedd Todd, Judge James Humphrey



Others In Attendance: [Region 15 RSC CAC March mtg list.Ink](#)

<h2>Meeting Minutes</h2>

Meeting Called to Order at: 10: 00 a.m.

- I. Welcome and Introduction
 - A. Melissa Norman briefly explained the purpose of the RSC and the reason for this meeting – planning of the Child Advocacy Center.
- II. Janet Walters, IN Chapter President/Executive Director, First Light Children's Advocacy Center, Grant County
 - A. Spoke about the center in Grant County and others.
 - 1. Shared pictures of their center, which includes:
 - a. parent meeting room
 - b. interview rooms complete with digital camera/recording

- c. Conference room – where Team can view the interview and offer additional questions via earpiece worn by interviewee.
 - d. Medical staff available to conduct exams. On site would be great, but not always an option.
 - e. Suggested a discreet location of the site possibly away from PD, DCS, etc.
- B. Center has conducted 62 interviews so far this year. The center has allowed the investigation/interview process to go much quicker.
- C. Suggestions as to developing the center:
 - 1. Get your protocols, policies, interagency agreements, etc. in order.
 - 2. Have your Team visit some of the other centers.
 - 3. Training for personnel (suggested Finding Words and left brochures as to training dates, etc.)
 - 4. Decide what areas to serve and who (adults as well as children..?)
- D. Funding Issues
 - 1. Janet stated they had collected \$150,000 in donations when they finally started the center
 - 2. To save money – had work crews from the jail provide some of the construction/remodeling.
 - 3. Get community involved: Fundraisers, Grants, Prosecutor Deferral Funds, Churches, Organizations (Kiwanis, etc.)
 - 4. Find rent-reduced or donated building space

III. Todd Sautters, Det. Sgt. Kosciusko County Sheriff's Department

- A. Provided history of his involvement with the center
 - 1. Described it as a flexible process
 - 2. Team was trained through Finding Words.
 - 3. Ensure that your interview room is private/soundproof
 - 4. Settle any “turf wars” – doesn’t matter who does the interviewing – important to remember to work as a TEAM.
 - 5. Very important to have a representative from the Prosecutor’s office as this cuts down on number of interviews and speeds the process. More cases being prosecuted.
 - 6. With digital equipment – prosecutor can view the interview from his office.

IV. Stephanie Smith, Deputy Prosecutor of Hamilton County

- A. Gave a history of their CAC.
 - 1. Spoke about a multi-disciplinary team approach.

2. Able to determine which cases are prosecutable and move forward quickly with those.
3. Representative from DCS, Prosecutor, and LEA should take an active role (be present at all interviews) to be successful.
4. Handout – Information and stats on CAC's.
5. Advocate for more community awareness (Body Safety Programs, etc.)
6. Team will pick the member best suited to child's need to conduct the interview.
7. Spoke on importance of keeping parents up-to-date with process, etc.

V. Jan Lutz, IN Chapter Coordinator, National Children's Alliance

A. Discussed resources available when developing CAC's.

1. Possible team/board members should include at-large community members that are passionate about CAC and would be willing to help find donations and ongoing funding.
2. Not For Profit Status – Boilerplates are available to help with the process
3. Staffing – most generally includes an Executive Director and Case Manager, which will account for most of the budget expense.
4. The Team should include members that are dedicated and willing to be available 24/7. They will decide which Team member conducts the interview.
5. Teams usually meet every other month.

Next Meeting Date, Location and Time:

April 21st, 2006 / State Police Post, Versailles / 10 a.m.

Meeting Adjourned at: 12:00 noon